

T-Letter

Purpose: Tailored to Tease the Target

The purpose of the T-letter is to Tease the hiring manager/human resource representative just enough to peak their interest in your knowledge, skills & abilities. Your purpose is to give them a sense of urgency to pick up the phone and conduct a phone interview. I believe once you get them on the phone, you will be able to create the need for a face-to-face interview. We're trying to get you out of the black hole. We are trying to peak enough interest in your qualifications that someone will finally pick up the phone to start a conversation.

T-Letter Instructions

1. In the header/footer section of the word document, insert your letterhead. Complete the document with your name and contact information that is identical to your resume header/footer.
2. Start with a few sentences introducing yourself and the purpose of the document. Ex. My name is xxx and I would like to present myself to you as the next (insert position EXACT title). I have dissected the components of the job to show why I would be an excellent (insert position title).
3. Under these few sentences you will find a 2-column table. Label left-hand column labeled "You said you need:" and the right-hand column "Here's what I can offer:" the left hand column has the detailed job description, knowledge, skills & abilities our client is currently seeking.

| You said you need: | Here's what I can offer: |
|--------------------|--------------------------|
| | |

4. In the right-hand column labeled "Here's what I can offer:" list your skills and accomplishments in the appropriate row next to the requirement identified by the employer.

| You said you need: | Here's what I can offer: |
|-------------------------|--------------------------|
| 3 + years experience... | Delivered 3+ years |

5. Make sure you **start every bullet point with a past tense ACTION WORD** such as Managed, Directed, Advised, Created, Delivered, Advised, Administered, Programmed, Worked, Processed, Validated, Acted as, Led, Project Managed, etc...
6. Save the complete T-letter as follows: Your Name – Title - Phone Number - T-Letter.doc
7. Continue adding rows to the table to accommodate all of the job requirements with your matching skills and accomplishments.
8. Add another few sentences at the bottom of the table expressing your desire for the position.

Ex. I feel I would be an excellent fit for this position and could be an immediate contributor to the success of your department and (insert company name). I will call you next week to answer any further questions you may have as to my qualifications for this position. Please feel free to contact me before then if you wish. I will be available to interview anytime today or tomorrow. Should we need to relocate our family, I would be available to start work as early as X Date, X Year. Thanks for your time and consideration.

Bobbie Rogers
Sr Account Executive – Career Coach

FOCUS of Georgia

P 770-937-0410

BobbieR@FocusGa.com

C 404-399-3192

BobbieRogersStaffing@Yahoo.com

Invite me 2day to connect via LinkedIn: <http://www.linkedin.com/in/bobbierogersstaffing>